NBRSS Today

Supporting Scientific Research through Business Solutions

June, 2001

"There is a time to let things happen, and a time to make things happen." - unknown

Welcome to the second edition of our publication, which has been established to keep the NIH community informed about the ongoing activities of the NBRSS Project. As you can see from the title of our newsletter, the NBS has a new name – NBRSS, the NIH Business and Research Support System. The NBS Project has recently expanded in scope, to include the Enterprise Human Resources and Payroll (EHRP) System. I am anticipating an Agency-wide system that will modernize the way in which the NIH conducts business and research support processes. With the recent award of the Systems Integrator contract to KPMG Consulting, the implementation phase of the NBRSS project is well underway. KPMG's 20-person team has joined the NBRSS project team at 2 Democracy Plaza. KPMG staff, skilled in ERP implementation, has been "paired-up" with NBRSS staff, knowledgeable in NIH policies and procedures. We are looking forward to a successful partnership with KPMG. A call for nominations has been put out for membership on the Functional Advisory Committees and Resource Teams, and IC Executive Officers have provided their recommendations. Active participation from these groups will be critical for successful implementation and utilization of the NBRSS. Project Team members just got back from their first week of training. Read what some of the participants have to say about their first hands-on experience with the Oracle Financial Management module. Stay tuned as the project progresses.

Colleen Barros
Project Manager, NBRSS

<u>News & Highlights</u>:

Hello NBRSS! – The NBS Project has been given a new name to reflect the merger with a human resources system called the Enterprise Human Resources and Payroll (EHRP) System. The Project is now officially referred to as the NIH Business and Research Support System (NBRSS). The EHRP is a project that stems from a Department of Health and Human Services' (DHHS) initiative to replace its existing human resources and payroll system with a new, state-of-the-art human resources/payroll product. The NBRSS organizational structure is being reevaluated to determine the most effective design for supporting the EHRP. We'll keep you posted as decisions are made.

Staffing Update - The Project Management Structure reflects positions and the respective incumbents that have been approved to date. Functional Teams are now established for each functional component of the NBRSS project. http://nbs.nih.gov/mgmt_struc.html

Advisory Groups - A call for nominations has been put out to the Executive Officers for membership in the Functional Advisory Committees (FACs) and Resource Teams (RTs). FACs and RTs will be established for each functional component, including financial management, travel, acquisition, service and supply fund, research and development contracts, and property. FACs will consist of leaders in the scientific and business communities to provide policy oversight as each functional component is implemented. RTs will include representatives to provide the functional teams with input from the working level perspective. The NBRSS Steering Committee will approve membership in the Functional Advisory Committees.

<u>Executive Corner</u>:

The NBS Steering Committee has recently changed its name to the Administrative Management Systems Steering Committee (AMSSC). The name change reflects the additional oversight responsibility for the EHRP. In addition to the name change, the AMSSC welcomes Jan Maltbie as the lead on the EHRP effort. Additionally, Lynn Hellinger, Associate Director for Management and Operations, NIAID, joins the AMSSC, while Tom Doherty forgoes his seat as DHHS representative. A new Department representative will be assigned to the committee. The AMSSC will continue to meet on the 2nd and 4th Thursdays of the month. For an updated listing of the members and most recent meeting minutes, please click here. http://nbs.nih.gov/index.html

<u>Special Feature</u>:

In January, a panel discussion was held at the Residence Inn in Bethesda, MD, to share experiences about implementing an Enterprise Resource Planning System (ERP). Attendees included the NBRSS Project Management Team and AMS Steering Committee. Distinguished guests included:

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http://nbs.nih.gov

Mr. Brad Englert, Project Manager for the implementation of the Administrative Resource Management System (ARMS) at Ohio State University; Mr. Chris Handley, Executive Director of Information Systems for the Core Financials Project implementation at Stanford University; and Mr. John Mitchell, Deputy Director, and Ms. Jackie Fletcher, Chief Information Officer, both of whom managed implementation of the Consolidated Information System (COINS) at the US Mint.

The guests shared information about their ERP projects and the respective structures; the role and decision making authority of their projects' Steering Committees; keys to their projects' success and lessons learned from implementation; and, most importantly, issues that may arise for executive decision, as the NIH implements the NBRSS.

Change Management:

 "Knowledge is not information, it's transformation." Osho

Webster defines "knowledge" as the fact of knowing something with familiarity gained through experience and "transformation" as a major change in form, structure, nature, or function. Transformational change is a departure from the norm – it's a leap into the unknown. With the implementation of the NBRSS, the NIH is embarking on such a transformational change, using the knowledge and experience of our functional and technical experts to design a system that will move us into the 21st century. Every organizational transformation introduces the need for new skills and capabilities in the workforce. The NBRSS project recognizes that changes of this magnitude often incite different emotions: fear, exhilaration, uncertainty, and anticipation, as the organization works to incorporate these changes into its daily operations and address its new needs.

The NBRSS Change Management Team is working with KPMG to finalize a comprehensive change management plan that will facilitate the smooth transition from current business processes to best practices employed in the NBRSS. Communication, training, and evaluation plans, all geared to address the information and workforce planning needs of the NIH community, will be included.

Communication – The current website, *NBS Matters*, has been updated to provide current information about the NBRSS project. This site will be maintained while a new site is under construction. http://nbs.nih.gov/index.html

Training and Workforce Planning - The Project Team just returned from the first week of an intense, three-week "Boot Camp" conducted by Oracle Corporation. During this first week, the functional team leads were introduced to General Ledger and Purchasing. Here's what some team members had to say about their first experience at boot camp:

"Very useful to understand the relationship between the Purchasing and General Ledger modules. Interesting to learn how the process worked from creating the requisition to processing a purchase order that would eventually post in the General Ledger."

"The NBRSS will offer the future NIH system users an opportunity to reduce their repetitive tasks, minimize the frustration of manual tracking, and provide cleaner, internally audited information."

"Excellent opportunity to begin understanding how various financial functions will be accommodated under the new system."

"Came away with a positive feeling about the Oracle products and their potential for meeting the needs of the NIH."

Week two of boot camp training will cover Accounts Payable and Receivables. The final week's subject will be Oracle Projects, which is a software application that will help track labor hours, materials, and overhead costs inherent in running internal facilities, often referred to as Service and Supply Fund activities. Subsequently, the Project Team will have a comprehensive overview of how the major financial areas of the NBRSS will integrate under the Oracle system and the fundamental knowledge for beginning the initial implementation steps.

Boot Camp has been scheduled over a two-month period, thus enabling other specialized training to occur in between. On March 19, 2001, 10 NBRSS members learned about the CompuSearch software, which will provide functionality in the contracts arena. Training in the GELCO Travel Manager software will be conducted in May.

If you are a current user of the ADB and you are wondering about your training, have no fear - we have not forgotten you! Training will be planned consistent with the rollout of each functional area. We are currently considering a variety of training methods and a schedule.

Questions/Feedback: We would like to thank readers for taking the time to provide us with feedback about the inaugural edition of the newsletter. While the publication was well received, we especially appreciate the comments about readability, and therefore, have changed the format to single column for ease of navigation. Please keep your comments coming because this information is for you!

For information, comments, or questions about the NBRSS project or newsletter, contact Marina Gregory at gregorym@od.nih.gov. The next distribution of *NBRSS Today* will be in July.